



CITY OF NEWPORT NEWS

Human Resources Director





The Position

The City of Newport News, Virginia, is in a state of continued investment, revitalization, and growth. The City of Newport News currently has the largest population on the Virginia Peninsula and is committed to serving its residents, empowering their youths, and offering a premier quality of life that includes indoor and outdoor recreational opportunities, community building events, and premier dining and retail options. The City was recently recognized as one of ten, All-American Cities.

The City of Newport News is seeking a forward-thinking and experienced leader to serve as its next Human Resources Director. This is a unique opportunity for an eager and enthusiastic HR professional to make meaningful, long-term contributions to a dynamic and evolving organization. More than a traditional HR leadership role, this position calls for a strategic partner who can build on the strengths of a capable and committed team while continuing to shape a modern, innovative Human Resources Department. The City is committed to being an employer of choice, and the Human Resources Director will play a key role in achieving that goal.

As a member of the City's Executive Leadership team, the Human Resources Director provides strategic direction and operational oversight for the full spectrum of HR programs and services throughout the organization. This includes policy development and administration, recruitment and retention, classification and compensation, benefits administration, training and organizational development, employee engagement initiatives, and employee and labor relations. The Director will lead efforts to enhance workplace culture, support workforce planning, and align human resources practices with the City's broader goals and values.

The successful candidate will bring significant experience working in local government or similarly complex organizations, along with a strong history of ethical leadership, innovation, and collaboration. Exceptional communication skills, emotional intelligence, and the ability to build trusting relationships at all levels of the organization are essential. This position is appointed by and reports directly to the Senior Deputy City Manager. The Director will oversee a 28-member Human Resources Department, including two Assistant Directors and two Human Resource Managers.

Position Priorities

- **Drive Technology-Enabled HR Transformation:** Leverage innovation and technology tools (in partnership with the Innovation Office) to automate and modernize HR services and operations, particularly in high-need departments such as Police, Fire, and Public Works.
- **Develop a Citywide Strategic HR Plan:** Collaborate with department heads to create a roadmap for long-term HR improvements, aligned with organizational priorities and workforce needs.
- **Implement and Optimize the New Applicant Tracking System:** Lead the rollout and automation of the new system to improve hiring efficiency, tracking, and reporting.
- **Accelerate Raises and Promotions Processing:** Improve responsiveness in processing salary adjustments and promotions to support employee retention and recruitment efforts.
- **Establish Consistency in HR Practices Across Departments:** Ensure uniform application of HR policies, processes, and forms while remaining responsive to department-specific needs.
- **Strengthen Strategic Relationships with Department Directors:** Build collaborative partnerships by gaining a deep understanding of departmental operations and proactively addressing HR challenges.
- **Improve Customer Service and Responsiveness:** Set clear standards for internal HR service delivery, especially for key functions like job postings and departmental communications.

The Organization

The City of Newport News is a council-manager form of government, wherein the Mayor and City Council appoint the City Manager to oversee the day-to-day administrative operations of City government. All seven members of the Council are elected to serve four-year terms in nonpartisan elections. Two Council members are elected from each of the City's three districts, and the Mayor is elected at large. The City Council also appoints the City Attorney and City Clerk, and all department heads are appointed by the City Manager.

The City's FY 2026 adopted operating budget is \$1.2 Billion, The City's diverse workforce includes approximately 3,560 full-time and 785 part-time and temporary employees across 29 departments and offices.

Newport News utilizes a Shared Leadership approach, with similar departments grouped into Shared Leadership Networks to enhance connectivity and collaboration across the organization. The five networks are Quality of Life, Public Safety, Infrastructure, Community Development, and Quality Government, with City Management at the center of all networks. The Human Resources Department falls under the Quality Government Network and works closely with Budget, Finance, City Attorney, and Communications.



The Human Resources Department

The Human Resources Department provides innovative and creative employment services for City departments; establishes and administers compensation programs; develops and coordinates staff development and training programs; drafts and implements City personnel policies; coordinates employee relations programs; and administers employee benefits, wellness, and occupational safety programs.

There are currently 28 employees within the Human Resources Department. The Department's General Fund operating budget is approximately \$2.9 Million. Human Resources also oversees the City's \$62.8 Million employee benefit budget as well as the \$3.1 Million Worker's Compensation fund.

Work within the Human Resources Department is divided across the following functions:

- Employee Benefits, Health, and Wellness
- Employee Classification and Compensation and Employee Relations
- People, Culture, and Experience

Experience and Education

Minimum requirements include a bachelor's degree in human resources management, industrial or organizational psychology, business or public administration, or a closely related field and seven years of progressively responsible HR experience as a generalist. A minimum of five years of leadership, management, and coaching experience is also required.

Preferred qualifications include a master's degree and demonstrated experience in organizational development; process improvement; diversity, equity, and inclusion; effective employee engagement; rebuilding trust; leading change; building and transforming culture; labor relations; and creating high-performing teams. Candidates with relevant public, private, or nonprofit sector experience with a comparable scale and complexity of workforce are also preferred.

The Ideal Candidate

The ideal Human Resources Director for the City of Newport News is a forward-thinking, customer-focused, and people-centered leader who brings a proven track record of innovation, strategic insight, and operational excellence. This individual is an inspirational and approachable professional with strong interpersonal skills and a passion for public service. They are committed to servant leadership and understand the human side of HR—valuing collaboration, empathy, and the power of relationship-building across all levels of the organization. Skilled in organizational development, change management, and communication, the successful candidate will be a clear and honest communicator who fosters trust, builds effective teams, and engages with departmental leaders as a supportive and responsive partner.

This leader is agile, flexible, and unafraid to challenge the status quo, bringing creativity and urgency to modernizing HR systems and streamlining critical processes such as recruitment, disciplinary actions, and hiring—especially within departments like Fire, Police, and Public Works. They are adept at balancing the needs of employees with the priorities of the organization, demonstrating political acumen, transparency, and accountability. As a strategic thinker, they will assess organizational vulnerabilities, prioritize HR issues, and align staff efforts around key department and citywide goals.

The next Director will be highly knowledgeable in HR best practices, laws, and policies, with a well-rounded generalist background. Previous local government experience strongly preferred. They will lead with confidence and humility, set clear expectations, and empower HR generalists to take ownership of their roles. A champion for diversity, equity, and inclusion, this individual will model ethical integrity while creating systems and cultures that reflect these values. The ideal candidate is energized by the opportunity to support departmental success, reduce silos, foster a culture of continuous improvement, and help position Newport News as a premier workplace and the employer of choice.



The Community

In southeastern Virginia, along the shores of the Hampton Roads harbor, Newport News serves as a major port on the East Coast and ranks among the Commonwealth's largest cities. With a rich heritage dating back to the founding of the United States, Newport News offers safe and family-friendly neighborhoods, high-quality public schools, and access to a plethora of outdoor recreation opportunities. Newport News is located near Hampton, minutes from Williamsburg, and a short drive away from Virginia Beach and the Atlantic Ocean.

Newport News is home to nearly three dozen properties and districts in the National Register of Historic Places and a wide array of museums celebrating the region's history. The City is conveniently located between historic Williamsburg and Virginia Beach, the Commonwealth's largest city. Despite its enviable location between several popular tourist destinations, Newport News provides a unique suburban atmosphere.

Newport News boasts an award-winning public school system, which comprises over 40 schools. The City is home to Christopher Newport University, a public liberal arts university with an enrollment of approximately 5,000. Hampton University, Old Dominion University and Norfolk State University are located in neighboring Norfolk, and the College of William and Mary is situated just over 20 miles to the northeast in Williamsburg.

The City's major industries are shipbuilding, defense, and aerospace. Huntington Ingalls Industries is the region's largest employer, with a workforce of nearly 24,500 in its Newport News Shipbuilding division. The Hampton Roads region is serviced by three airports: Newport News/Williamsburg International Airport, Norfolk International Airport, and Richmond International Airport. Greyhound Lines provide intercity bus service, and Hampton Roads Transit provide regional service. A new Amtrak station has been completed on the Northeast Regional line, and includes a multimodal transportation hub to connect rail, airport, taxis, and shuttles.

Quick Facts

- **Population:** 183,118
- **Median Household Income:** \$63,355
- **Median Home Value:** \$233,400
- **Median Age:** 34.1

All demographic information was sourced from the U.S. Census Bureau.





Compensation and Benefits

The expected hiring range for this position is \$165,000 to \$175,000 dependent on qualifications. Benefits offered include the following:

- Health, dental, vision, life, and short- and long-term disability insurance
- Retirement benefits through the Virginia Retirement System
- Deferred compensation
- Paid leave
- Flexible spending accounts
- Employee Assistance Program
- Discounted fitness center memberships



How to Apply

Applications will be accepted electronically by Raftelis at jobs.crelate.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. **Interested applicants should apply immediately.** This position is open until filled. Applications will be reviewed on a rolling basis with an anticipated first review of applications on **July 18, 2025**.



Questions

Please direct questions to Pamela Wideman at pwideman@raftelis.com or Robert Colichio at rcolichio@raftelis.com.



RAFTELIS

City of Newport News, VA - Human Resources Director

Raftelis (City of Newport News, VA) - Newport News, VA, United States

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<https://jobs.crelate.com/portal/raftelis/job/45hxjj4gtjyn8n93q6rtpb1faa>

Applicants complete a brief online form and are prompted to provide a cover letter and resume. **Interested applicants should apply immediately.** This position is open until filled. Applications will be reviewed on a rolling basis with an anticipated first review of applications on **July 18, 2025**.

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RECRUITMENT BROCHURE

Job # 147